
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: APRIL AND MAY 2014 MONTHLY REPORT
DATE: JUNE 6, 2014

This is the Town Manager's Report for April and May 2014. Department specific monthly reports are attached. In addition an update on the status of maintaining our fixed infrastructure is attached.

General

- Because of heavy use of Huntley Meadows cars are being illegally parked on Turnpike Road. We are investigating ways to make more efficient use of the existing parking area and ways to expand the existing parking area.
- The implementation plan for Act 148, The Universal Recycling Law, requires that Pay as You Throw (PAYT) be implemented by July 1, 2015. In addition to this requiring a change in operations and costs at the Norwich Transfer Station, which we are investigating, either Norwich or the GUVSWD will need to adopt an ordinance that would apply to all haulers that operate in Norwich. Attached are a number of documents from ANR summarizing some of the requirements of Act 148 and an implementation timeline.
- Public Works Truck #5, a 2002 FL80 Freightliner, has reached the end of its economic service life. We will be taking bids on its replacement and expect to have a recommendation for the Selectboard to review at the July 9, 2014 meeting.
- The Listers approved the FY15 Grand List Abstract and 242 Change of Appraisal Notices were mailed. Grievance Hearings start on June 7, 2014.
- Department of Public Works callouts have increased by 24% over last year at this time, plowing by 14% and pavement treating by 62%. Mud season was not as bad as in past years. Spring cleanup and grading is underway.
- A meeting with abutters and others on Main Street between Church Street and the north terminus of Hazen Street to discuss the paving of Main Street was held on May 27, 2014. The meeting was well attended and it will be an agenda item for discussion by the Selectboard on June 11, 2014.
- Act No. 143, relating to the open meeting law, becomes effective on July 1, 2014. Some of the changes are:
 - Changes in language to recognize the digital age including a new definition of what constitutes a meeting.
 - Meeting minutes shall be posted no later than five days from the date of the meeting to a website, if one exists, that the public body maintains or has designated as the official website of the body. (This will be difficult unless we do more abbreviated meeting minutes.)

- At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted.
- More restrictive requirements for Executive Sessions.

Projects

- Facilities Studies
 - Bread Loaf is continuing work on Part 4, the alternative development and analysis. Preliminary schematic design, site layouts and order of magnitude cost estimates for police and fire Options 1, 4B and 5 at the current site, Options 1 and 2 at the ABC Dairy location and Options 2, 3 and 4 have been completed. In addition, phased schematic design, site layouts and order of magnitude costs have been developed for ABC Dairy Option 1, Existing Site Option 5 and a standalone Police Station at an undefined location.
 - There was a Public Forum on April 16, 2014 and another is planned for June 4, 2014.
- Norwich Pool Permitting – The Agency of Natural Resources has sent us a letter on the proposed dam replacement project. We are currently reviewing and a copy is attached. We will be meeting with our consultant and ANR in the near future.

Assessor

- Permit inspections in preparation for the April 1, 2014 Grand List were completed.
- The new Grand List is scheduled to be lodged on June 26, 2014.

Finance Department

- Delinquent taxes at the end of May were \$158,682. At the same time last year they were \$196,998.
- FY14 EOY projections were prepared.
- An RFP was issued for banking services with a due date of May 21, 2014.
- A tax sale is scheduled for June 18, 2014 for the Hancock property on Stowell Road.

Fire Department and Emergency Management

- Engine 1 did not pass its annual pump test. The cost to repair may be in the \$6,000 to \$8,000 price range and the engine will be out of service for at least a week.
- A revised Local Emergency Operation Plan was submitted to Vermont Emergency Management and Homeland Security.
- Work has started on revising our Hazard Mitigation Plan.
- These last two items are part of the needed items for maximizing the federal and state participation in any disaster assistance monies.

Planning Department

- A decision of the Zoning Administrative Officer (Phil) related to permits issued for a Bed and Breakfast at 328 Main Street was appealed to the Development Review Board by a group of neighbors. In order to prevent a win/lose situation, I offered to have the Town pay for a mediator if the mediation occurred before a decision of the

DRB. The parties paid their own attorney costs. The mediation was successful and the appeal will be withdrawn. This prevented possible future litigation.

- Historic Preservation Commission – Norwich Farms Project – Photography, Oral History interviews, Videos are complete. Exhibit preparation in final phase for the June 20th opening at NHS.
- The Vital Communities Smart Commute Home Edition Survey was distributed by email and the Norwich Listserv. Over 200 responses were received.

Police Department

- Five of the 133 calls for service were outside of the officer's normal work schedule.
- The Police Department changed to a newer more efficient CAD/RMS system that is housed at Hartford Dispatch. The new system provides more local control over what information is entered and/or retrieved and includes an incident mapping component and location component.
- One officer is still out on a work related injury. Hours have been adjusted to maintain patrol coverage.

Public Works Department

- The following table shows winter maintenance activities.

Activity	This month	This season, so far	Percent Increase Over Last year
Callouts	0	42	24
Plowing	0	32	14
Treating the pavement	1	62	38
Sanding	0	51	6
Sidewalks	0	45	0
Snow removal	0	11	266

- The Holder tractor, which is used to maintain sidewalks, engine was rebuilt. This was most likely caused by the accident when it was hit on Union Village Road last year. We are working with the insurance company of the vehicle that hit the Holder to have them pay for the repairs.
- The first round of street sweeping was completed.
- Public Works picked up 60 yards of bagged trash and 60 yards of tires from Green-Up day.
- One department employee is out indefinitely for medical reasons and is now on short-term disability. This will impact normal summer operations.

Recreation

- The spring brochure was distributed to students before the April break.
- There are a total of three hundred and seven participants in the sixteen youth spring programs currently underway and 48 volunteers are helping to run these.
- We had to add a third team for 3rd and 4th grade baseball due to high enrolment.

Monthly Town Manager's Report

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- There are also four successful adult programs running this spring with over thirty participants currently signed up on-line.
- On May 7 the "Bike to School Day" went smoothly, safely and successfully followed by "Touch-A-Truck Day."

OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD AND CAPITAL FACILITIES PLANNING AND
BUDGETING COMMITTEE

FROM: NEIL FULTON

SUBJECT: TOWN INFRASTRUCTURE

DATE: JUNE 6, 2014

This memorandum is to update the Selectboard and the CFP&BC on the status of capital planning for maintaining the Town's fixed infrastructure.

Roads

In December of 2006 we received a report entitled "Transportation Capital Program 2007–2015." The report, often referred to as the MARCON Report, made recommendations on the basis of system inventories, including conditions of our roads both paved and gravel, and conducted an analysis using a software program called dTIMS to make recommendations on appropriate methods and funding levels for maintaining our paved and gravel roads. The following actions have been taken:

- The MARCON Report recommended an annual appropriation of \$240,000 (2006 costs) adjusted for inflation to maintain our roads in excellent, good or fair condition and that the mileage of roads in very poor condition would decrease by 2016. The budget for paving has been increased (FY15 budget) to a Reserve Fund appropriation of \$275,000 and an operating fund appropriation of \$60,000. This is consistent with the recommendations of the MARCON Report.
- The MARCON Report recommended that approximately \$84,000 (2006 costs) needed to be appropriated for gravel resurfacing each year. The Report included the comment that ". . . the \$60,000 typically budgeted by the town falls short of addressing the need." The FY2015 appropriation is \$66,500.
- A complete inventory of the paved and gravel Class 2 and Class 3 roads, including condition, was completed this spring and has been entered into a software program called RSMS11. This program is now being populated with cost data and will be used in future years to accomplish the same thing as the dTIMS program used for the MARCON Report.

Bridges

The MARCON Report also looked at the condition of our bridges. AOT also does an inspection (referred to as the BIR) of our major structures every two years. Using this information and our own inspections, we have developed a bridge rehabilitation and replacement program and have been making improvements to our bridges. The following table shows the future program for our major bridges than need or will need work to maintain them in serviceable condition.

Bridges			1.00%			
Fiscal Year	Beginning Balance	Appropriation	Interest Earnings	Expenditures	Ending Balance	Description
2014	52,192	35,000	522		87,714	
2015	87,714	35,000	877	11,500	112,091	Route 132 Box Culvert
2016	112,091	35,000	1,121		148,212	
2017	148,212	35,000	1,482	16,200	168,494	Bridge #48 - Bragg Hill Road
2018	168,494	35,000	1,685		205,179	
2019	205,179	35,000	2,052	95,500	146,731	Bridge #32 - Turnpike Road
2020	146,731	35,000	1,467		183,198	
2021	183,198	35,000	1,832	142,500	77,530	Bridge #43 - Elm Street

The FY15 budget has a \$35,000 appropriation to the Bridges Reserve Fund. This amount will be supplemented by Structures Grants from AOT.

Culverts

The MARCON Report also looked at the condition of our culverts. In addition, we had an inventory of all our culverts done that was completed in 2012 and maintain an updated inventory of our 1,029 culverts in an AOT database called VOBCIT. The FY15 budget includes an appropriation of \$14,400 for culverts and road supplies.

During the past 12 years Public Works has completed an average of 25 culvert installations per year. New culvert installations meet Q100 standards for storm events. Our priority is to replace failed culverts on roads that will be paved the following year, so the new culvert goes through one frost cycle before the new pavement is applied.

During the summer of 2013 Public Works completed a major drainage project on Main Street. This project included the installation of 1,200 ft. of drainage pipe and six new 30" basins.

Public Works applied for a Better Back Roads Grant to replace two culverts during the summer of 2014-one major stream crossing and one minor stream crossing. There is also a culvert at the end of Douglas Road that is in poor condition that will be replaced in 2014.

Sidewalks

In 2012 an inventory was completed of all Town and Fire District sidewalks. The inventory included year built (if available), material, width and condition. The Town has approximately 10,530 feet of sidewalk and the Fire District approximately 5,320 feet of sidewalk. The study found that an annual appropriation of \$10,500 to a Reserve Fund was necessary in order to have sufficient funds for major rehabilitation and replacement of Town sidewalks. The FY15 budget had no appropriation to the Reserve Fund.

Road Signs

A sign inventory using a Better Back Roads Grant is planned for 2014. The sign inventory will identify any current deficiencies in signage. The size standards for signs have changed and signs are upgraded as funds and time is available.

The greatest percentage of the sign budget is expended each year for replacement signs due to vandalism and theft.

Buildings

Our major buildings are Tracy Hall, Fire Station, Police Station and Public Works buildings. The CFP&BC is developing a program for the Fire Station, Police Station and Public Works buildings.

A Tracy Hall Building Energy Plan was developed in 2011 by the Two Rivers-Ottawaquechee Regional Commission's Energy Efficiency and Conservation Program and funded through a grant from the US Department of Energy. Zero by Degrees did the study. All of the cost efficient recommendations have been completed. In addition, we are replacing fluorescent ballasts with more energy efficient ballasts as needed, have repaired and are using set back thermostats that were installed in 1994, have fixed boiler make-up dampers for boiler air that have not worked for years, have identified other air leaks and have repaired those that are cost effective and are continuing to investigate other energy saving items such as LED lights.

In addition, a maintenance plan has been developed and is being implemented to maintain Tracy Hall in good or better condition. Tracy Hall was built in 1938. Floors are being refinished, damaged walls repaired, walls painted, etc.

Generators

The Town owns four emergency generators. The Tracy Hall generator and Public Works generators are surplus military generators that have been rebuilt. The

Police/Fire generator and Communications generator were purchased new. The following table shows the location, year built and model of the four generators.

Location (Year)	Model
Tracy Hall: 300 Main Street (1988)	Caterpillar Model 5R365-07 100 kw
Police/Fire: 10 Hazen Street (~2002)	Caterpillar Olympian 35 kw
Public Works Facility: 26 New Boston Road (1988)	Caterpillar Model 6R1262 100 kw
Communications Town: 26 New Boston Road (2013)	Generac Model 20KWHSB 0062500 20 kw

A Reserve Fund has been established for replacement of the generators when they reach the end of their service life. The FY15 budget included no appropriation to the Reserve Fund.

Act 148, an act relating to establishing universal recycling of solid waste

Timetable

Date	Who	What
2012 July 1	Sergeant at Arms, State House	Collect mandated recyclables ¹ and provide equal number of clearly labeled containers for recyclables collection as provided for trash collection; bathrooms are exempt
2013 January 15	Agency of Natural Resources	Submit report to legislature regarding management of waste tires
2013 November 1	Agency of Natural Resources	Adopt updated solid waste management plan
	Agency of Natural Resources	Report to legislature addressing solid waste management in the state, including analysis of: waste stream; effectiveness of existing bottle bill, mercury management, and electronic devices management; costs of solid waste management system; local governance; infrastructure needs; landfill capacity; status, capacity, and life expectancy of solid waste facilities; cost of infrastructure necessary for mandatory recycling; natural resources and environmental impacts including air quality, GHG emissions, and water quality; impact of litter; and legislative recommendations for amending solid waste management practices
	Agency of Natural Resources	Report to legislature on costs and benefits of expansion of the bottle bill; recommendation to expand, repeal, or leave unchanged
2014 July 1	Solid waste facilities	Collect mandated recyclables separate from other solid waste and deliver to management facility; cannot charge separate fee; not required to accept from commercial haulers and may charge separate fee for commercial haulers
	Generators of 104 tons/year of food scraps	Separate food scraps for on-site management or transfer to a facility; if certified facility with capacity is located within 20 miles
2015 July 1	Public buildings/ public land	Equal number of clearly labeled containers for collection of mandated recyclables must be provided when trash containers are provided for public use; bathrooms are exempt
	Solid waste facilities	Collect leaf and yard debris separate from other solid waste and deliver to management facility
	Generators of 52 tons/year of food scraps	Separate food scraps for on-site management or transfer to a facility; if certified facility with capacity is located within 20 miles
	Licensed haulers	Collect mandated recyclables separate from other solid waste and deliver to management facility, unless municipal ordinance or SWIP provides alternative; may not charge separate fee
	All	Ban on knowing disposal of mandated recyclable materials
	Municipalities	Implement a variable rate pricing system for solid waste from residential customers based on volume or weight
2016 July 1	Generators of 26 tons/year of food scraps	Separate food scraps for on-site management or transfer to a facility; if certified facility with capacity is located within 20 miles
	Licensed haulers	Collect leaf and yard debris separate from other solid waste and deliver to management facility, unless municipal ordinance or SWIP provides alternative
	All	Ban on knowing disposal of leaf, yard, and clean wood debris
2017 July 1	Solid waste facilities	Collect food scraps separate from other solid waste and deliver to management facility
	Generators of 18 tons/year of food scraps	Separate food scraps for on-site management or transfer to a facility; if certified facility with capacity is located within 20 miles
	Licensed haulers	Collect food scraps separate from other solid waste and deliver to management facility, unless municipal ordinance or SWIP provides alternative
2020 July 1	Generators of any amount of food scraps	Separate food scraps for on-site management or transfer to a facility; if certified facility with capacity is located within 20 miles
	All	Ban on knowing disposal of food residuals

¹Mandated recyclables includes the following materials separated from non-recyclable materials at the point of generation: aluminum and steel cans; aluminum foil and aluminum pie plates; glass bottles and jars from foods and beverages; polyethylene terephthalate (PET) plastic bottles or jugs; high density polyethylene (HDPE) plastic bottles and jugs; corrugated cardboard; white and mixed paper; newspaper; magazines; catalogues; paper mail and envelopes; boxboard; and paper bags

Universal Recycling

Summary Sheet



Why is the law needed?

Waste diversion rates have stagnated in Vermont between 30 to 36% over the past 10 years. A significant portion of the waste stream that is disposed is composed of recyclable items, leaf and yard debris, and food scraps that could be diverted from landfills and put to better use. In addition, landfilling these materials (especially food scraps) contributes to climate change by producing greenhouse gas emission. Recyclable materials, food scraps, and leaf and yard debris are all valuable resources that should not be thrown away. Finally, landfill space in Vermont is limited and one of the two major landfills is nearing its capacity.

What is the goal of Universal Recycling?

The goal of Universal Recycling is to improve the capture and diversion rates for these valuable materials to prevent them from being landfilled. When the law takes full effect more materials will be diverted from the landfill. It has been demonstrated that recycling materials conserves resources while reducing energy consumption and greenhouse gas emissions. The bans established by Act 148 send clear signals to both the private and public sector that materials will be available, which provides an incentive to invest in infrastructure needed to meet the demand.

What does the Universal Recycling law do?

This law will provide **convenience and choices** to Vermont residents and businesses, and it will lead to more **consistent statewide solid waste services such as recycling and composting**. By requiring separation and diversion of materials it creates an incentive for investment into materials management strategies. It also **allows for time** to establish collection and facilities for managing recyclables and food, leaf, and yard materials. In summary the law:

- **Bans disposal of certain solid waste from landfills including:**
 - Recyclables by July 1, 2015 including:
 - Aluminum and steel cans
 - Aluminum foil and aluminum pie pans
 - Glass bottles and jars from food and beverages
 - PET and HDPE plastic containers, bottles and jugs
 - Corrugated cardboard
 - White and mixed paper
 - Newspaper, magazines, paper mail, and envelopes
 - Box board
 - Paper bags
 - Leaf and yard debris and clean wood waste by July 1, 2016, and
 - Food scraps by 2020, initiated in phases (see below).
- **Requires parallel collection at facilities:** Facility owners that offer trash collection must also offer collection of:
 - Recyclables by July 1, 2014,
 - Leaf and yard debris by July 1, 2015, and
 - Food scraps by July 1, 2017.



Facilities cannot charge a separate fee for the collection of residential recyclables, but can charge commercial haulers for collection of recyclables. The costs of collecting recyclables from residents can be included in trash collection fees. Facilities can charge for the collection of leaf and yard debris and food scraps.

- **Requires parallel collection at curbside:** Haulers that offer services for managing trash must also offer services for managing:
 - Recyclables by July 1, 2015,
 - Leaf and yard debris by July 1, 2016, and
 - Food scraps by July 1, 2017.

Haulers cannot charge a separate fee for the collection of residential recyclables. The costs of collecting recyclables from residents can be included in trash collection fees. Haulers can charge for the collection of leaf and yard debris, and food scraps.

- Allows ANR to oversee facility and hauler residential rate structures to ensure that rates are transparent to residential consumers.
- Includes a **food recovery hierarchy**:
 1. Reduction at the source
 2. Rescuing quality food for people
 3. Diversion for agricultural uses, including as food for animals*
 4. Composting, nutrient management, & anaerobic digestion
 5. Energy recovery



* See VT Agency of Agriculture Policy on Swine Feeding:

<http://www.anr.state.vt.us/dec/wastediv/solid/documents/SwineFeedingPolicy.pdf>

- **Phased in food scrap diversion:** Larger food scrap generators are targeted to divert their food scraps if a certified facility is **within 20 miles** (phased-in by amount generated over time):
 - July 1, 2014 for generators of more than 104 tons/year (2 tons/week)
 - July 1, 2015 for generators of more than 52 tons/year (1 ton/week)
 - July 1, 2016 for generators of more than 26 tons/year (1/2 ton/week)
 - July 1, 2017 for generators of more than 18 tons/year (~1/3 ton/week)

By 2020, all food scraps, including those from households, must be diverted with no exemption for distance.
- Provides incentives to reduce waste by requiring municipalities to implement **variable rate pricing (aka Pay As You Throw)** for materials collected from residential customers based on volume or weight, by July 1, 2015. Haulers are also required to utilize variable rate pricing systems in accordance with the specific ordinances and rules that are implemented by municipal entities (including solid waste districts, towns, town groups, and alliances).
- Provides more recycling options by requiring recycling containers to be located in public buildings and publically owned or controlled land (municipal and state) wherever trash cans are located (except in bathrooms) by July 1, 2015; requires the State House to implement a similar program by July 2012.

FOR MORE INFORMATION CONTACT:

Department of Environmental Conservation

Waste Management & Prevention Division, Solid Waste Program
1 National Life Drive, Davis 1, Montpelier, VT 05620-3704

(802) 828-1138

<http://www.anr.state.vt.us/dec/wastediv/solid/Act148.htm>

Major changes to the MMP Performance Standards for solid waste management entities

MMP Performance Standard for Solid Waste Management Entity	Requirement in Draft MMP dated 12/18/13	Requirement in MMP Dated 5/29/14
Outreach to schools for recycling, organics, HHW	Work with 20% of schools / year. Document with a description of the program at each school.	Work with 10% or 2 schools/year, whichever is greater. Document a list of schools contacted and visited annually by July 1 st . ¹ At least 50% of schools reached by the end of the SWIP term.
Outreach to businesses for recycling, organics, HHW	Work with 10% of businesses/year. Document by list of businesses SWME provided assistance.	Work with 2% or 20 businesses or institutions /year, whichever is greater. Document by listing businesses or institutions contacted or visited annually by July 1 st . At least 10% of the businesses or institutions reached by the end of the SWIP term.
Food redistribution	Collaborate with 20% of food redistribution groups/year	No numeric standard. Contact and collaborate with food redistribution groups and provide a description of network in the region and collaboration efforts. Provide a description of these efforts made annually by July 1 st .
C&D²: asphalt shingles and drywall	Determine current local and regional impediments to asphalt shingle and drywall collection programs. Establish collection program for asphalt shingle and drywall recycling by the end of the Plan term.	Coordinate with the Agency on efforts completed to develop markets and specifications for various C&D components such as asphalt shingles and drywall. Assist Agency in addressing local impediments to successful collection programs. SWME region must have one collection location for asphalt shingles and drywall by end of Plan term (can be private or public). Provide a description of these efforts made annually by July 1 st .

¹ All deadlines moved to July 1st annually to coincide with Universal Recycling law phase in dates, and to avoid confusion with facility reporting requirements that are outside of the MMP requirements.

² In addition, the MMP was revised to add a statewide goal of reducing C&D that is reported as disposal (landfill or incinerated) by 10% by the end of the Plan term.

MMP Performance Standard for Solid Waste Management Entity	Requirement in Draft MMP dated 12/18/13	Requirement in MMP Dated 5/29/14
HHW <ul style="list-style-type: none"> • School outreach • Business outreach • Antifreeze collection • Duration of events 	<ul style="list-style-type: none"> • Work with students in schools about proper HHW handling. • Conduct waste audits for businesses. • Provide year round collection of antifreeze. • Minimum of 5 hours 	<ul style="list-style-type: none"> • Work with schools and EAO to provide info and tech assistance on HHW/CEG handling. • Contact business and provide info about EAO and other resources. • No year round collection required for antifreeze. • Minimum of 4 hours, and duration can be reduced if the minimum number of required events is exceeded
Sludge, Septage & Residuals	Annually coordinate with schools and provide field trips, etc. to local wastewater treatment plants	No requirement for coordinating schools with wastewater treatment plants
Reporting in general	January 1	July 1 for calendar year activities and data
Reporting diversion data to the agency	Annually, by Jan 1	Biannually, by July 1

State of Vermont
Department of Environmental Conservation
1 National Life Drive – Main 2
Montpelier, VT 05620-3704

June 3, 2014

Mr. Neil Fulton, Town Manager
Town of Norwich
P.O. Box 376
Norwich, VT 05055

Mr. Fulton:

Thank you for your patience in allowing the Agency time to fully consider the issues raised by the Town of Norwich's (Town) proposal to reconstruct the dam on the Charles Brown brook. This letter is to advise you that the Agency of Natural Resources (Agency) has preliminarily found that your project meets the criteria of 10 V.S.A. § 1023(a)(1), (3), and (4). The Agency is unable to reach a preliminary conclusion that the proposal will meet the requirements of § 1023(a)(2) (no significant impact on fish life and wildlife) based on the preliminary design. The legal and technical concerns related to the project generally and mitigation recommendations if the Town chooses to submit an application for the reconstruction of the dam on the Charles Brown brook are outlined below.

Background and Site Conditions

The proposed project is the replacement of an in-stream impoundment structure that was originally built in 1944 and reconstructed thereafter. That structure provided a municipal water recreation area until its failure during Tropical Storm Irene in August, 2011. A similar structural failure also occurred as a result of the 1973 flood. The structure consisted of a concrete dam with a timber stoplog spillway and earthen abutments. Both failures occurred as a breach of the right earthen abutment allowing the stream to outflank the concrete portion of the structure.

The impoundment was located at a confined position in the valley immediately above the point of transition to an unconfined broad flood plain with moderately dense residential development and municipal infrastructure. There exists a history of conflict and channel management after dam failures in this downstream reach in attempts to reconcile the active, dynamic depositional nature of the stream and the property and infrastructure investments located in close proximity.

The dam was designed with no emergency spillway and therefore manual removal of the stoplogs was necessary to handle flood flows. Apparently, this action (removal of stoplogs) was not included in the municipal emergency operations plan.

After Tropical Storm Irene, at the recommendation of the Department of Environmental Conservation, the Town did not repair the dam as an emergency response, but rather the Town engaged a consulting engineer to develop conceptual reconstruction plans and began work with the Agency to determine the feasibility of regulatory approval. The Agency set performance standards that the reconstruction design must meet in order to meet the permit standards in 10



V.S.A § 1023. Prior to taking conceptual plans to a design level the Town requested that the Agency provide a preliminary review of the conceptual proposal provided by the Town.

Legal Standard and Preliminary Agency Findings

The Agency has made the following findings with respect to the project proposed by the Town. These findings do not represent a final decision by the Agency, but rather a preliminary set of findings based on the drawings provided by the Town. The Agency remains open to working with the Town to address the issues presented by this proposed project and encourages the Town to address the following concerns in any formal application the Town may submit.

The reconstruction of the Norwich dam would require a 10 V.S.A. Chapter 41 stream alteration permit. The Department would issue a stream alteration permit for an activity if it meets (a) the statutory criteria in 10 V.S.A. §1023(a); (b) the Stream Alteration Rules, which establish the stream equilibrium and connectivity performance standards used in determining compliance with the statutory criteria; and (c) the Vermont Water Quality Standards.

With regard to 10 V.S.A. § 1023(a)(1), the Agency cannot determine that the project *will not adversely affect public safety*, until the Town can demonstrate the following:

- the facility is able to pass the discharge associated with a 100 year flood without compromising its structural integrity;
- the impoundment does not exceed the volume that existed prior to the 2011 failure; and
- the emergency spillway functions without human intervention in the event of a flood.

With regard to 10 V.S.A. § 1023(a)(2), the Agency will not be able to make positive findings that the project *will not significantly damage fish life*, unless the Town can demonstrate that they've addressed the following issues:

- *Significant Loss or Degradation of Riverine Habitat.* A summer time impoundment will decrease stream channel velocities, promoting deposition of finer stream bed material. Under drawn down conditions, the impoundment channel will re-scour under high flows, re-suspending and transporting fine sediments and changing habitat conditions.
- *Aquatic Organism Passage (AOP).* The current design will not likely meet the connectivity standard by providing adequate aquatic organism passage. The central concerns stem from the Agency's view that neither the bypass channel or gate design will achieve the desired AOP results. The proposed gates for allowing water passage when the river is not impounded for 9.5 months are inadequately sized and may result in excessive velocities and discontinuity within the bed profile.
- *Significant Increases in Downstream River Water Temperature.* In some impoundments, waters are exposed to increased solar radiation and heating. The current design appears to release the majority of the discharge from the impoundment from the surface. It is unclear whether temperatures will be elevated in violation of the Vermont Water Quality Standards.

With regard to 10 V.S.A. § 1023(a)(3), the Agency will determine that the project *will not significantly damage the rights of riparian owners*, provided that the application demonstrates that the facility meets the equilibrium and connectivity performance standards and not alter the hydrologic nor the sediment regime of Charles Brown Brook in such a manner as to increase flood or erosion hazards to downstream property and public infrastructure.

With regard to 10 V.S.A. § 1023(a)(4), this criteria is not applicable because the Charles Brown Brook is not an Outstanding Resource Water.

Agency Suggestions to any Application

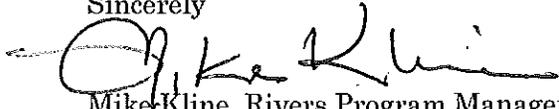
The Agency strongly recommends that the Town consider the concerns raised by the Agency with respect to the factors that must be met to comply with 10 V.S.A. § 1023(a)(2) and consider the following when finalizing the design to mitigate or eliminate the Agency's concerns with respect to the proposed project:

- *Achieving No Significant Loss or Degradation of Riverine Habitat.* A new replacement dam should not exceed the dimensions of the existing dam, and if feasible, they should be reduced. The proposal calls for a 10 ft maximum depth and 300 foot impoundment, while the height of the existing dam crest is 6.5 feet. The method and timing of draw-down to minimize downstream sedimentation impacts and establishing channel conditions though the impoundment area under drawdown conditions will be important. The Town will also need to establish refill and dewatering dates and protocols to insure adequate flows are maintained below the dam during these transition periods. The Town must demonstrate that the impounded reach can be designed to direct and maintain flows into a single channel under drawn-down conditions which maintains habitat features, similar in quality and diversity to the upstream reach.
- *Maintenance of Aquatic Organism Passage (AOP).* To improve the ability of the stream channel to provide aquatic organism passage (AOP) and to transport sediment and debris, i.e. maintain vertical connectivity, under drawn-down conditions will require an alternative gate configuration and dimensions. **Ensuring passage of aquatic organisms in Charles Brown Brook, including the spring and fall spawning periods, is fundamental to ensuring that “all life cycle functions of aquatic organisms, including overwintering and reproductive requirements are maintained and protected” in accordance with the Vermont Water Quality Standards. VWQS § 3-04(b)(4).**
- . The criteria and concepts within the Vermont Guidelines for the Design of Stream/Road Crossings for Passage of Aquatic Organisms (2009) should be used to drive the AOP analysis. In consultation with the ANR Fisheries Biologist, a bypass channel or facility should be redesigned and operated to accommodate passage during the 2.5 months of impoundment, to maximize its usage by resident fish species. Passage through the gate and drawn-down impoundment/channel will also be necessary during the 9.5 months of drawdown.
- *Achieving No Significant Increases in Downstream River Water Temperature.* The Town must demonstrate that any changes in water temperatures will not exceed the cold water limits set in the Vermont Water Quality Standards.

The outstanding issues, based on the current proposal, are design and operational deficiencies that would result in a project that would not meet the connectivity standard, would significantly impact fish life, and would raise concerns with respect to the water quality criteria for temperature and habitat impacts, and therefore the Agency would deny an application for a stream alteration permit based on the current proposal. If a new project proposal addresses these issues to the satisfaction of the Agency as suggested above and meets the 1023(a) statutory criteria, the Agency may then issue a stream alteration permit. The Agency acknowledges that it may be challenging for the Town to adequately address all the issues raised in this letter. **The Agency proposes to meet with Town officials to discuss the letter and the information that the Town would be required to submit to obtain approval to build the dam.**

The Agency will continue to provide technical assistance to the town regarding this proposal through Barry Cahoon, Regional River Management Engineer, and Rich Kirn, District Fisheries Biologist, and will work with representatives of the Town or its consultants to answer any questions or concerns.

Sincerely

A handwritten signature in black ink, appearing to read "Mike Kline". The signature is fluid and cursive, with a large initial "M" and "K".

Mike Kline, Rivers Program Manager
Department of Environmental Conservation

cc. Barry Cahoon, DEC River Management Engineer
Rich Kirn, DFW Fisheries Biologist
Pete LaFlamme, Director, Watershed Management Division
Matt Chapman, DEC General Counsel
David Mears, DEC Commissioner
Eric Palmer, Director, DFW Fisheries Division
Catherine Guessing, DFW General Counsel
Louis Porter, DFW Commissioner
Jon Groveman, ANR General Counsel
Deb Markowitz, ANR Secretary

Town of Norwich
Assessors' Office
Post Office Box 376
Norwich Vermont 05055-0376

Monthly Report – April 2014

Assessing

Property inspections for the 2014 Grand List are complete. The Listers are reviewing the changes and the data is being exported to the NEMRC program. A schedule for Grievance has been established.

May 23, 2014	Abstract filed and Change of Appraisal notices mailed
June 7, 2014	Grievance hearings begin
June 16, 2014	Grievance hearings closed
June 20, 2014	Listers decide appeals and set Grand List
June 23, 2014	Notice of Grievance Result mailed
June 26, 2014	Grand List issued

Cyclical re-inspection data collection will resume the week of May the 12th.

Respectfully submitted,

William Krajeski
Assessor for the Town of Norwich

Town of Norwich
Assessors' Office
Post Office Box 376
Norwich Vermont 05055-0376

Monthly Report – May 2014

Assessing

Change of Appraisal notices were sent out to a portion of Norwich Property Owners. Reasons for receiving a notice might include the addition of square footage, increasing total acreage to a property, or potentially filing a portion of a home as rental/non residential.

The Lister's have aided the Assessor in creating a new informative document that lays out the details of the appeal's process. This document is designed to hopefully clear up any questions that a property owner may have when trying to decide a course of action.

The Lister's met with the Assessor to approve preliminary value changes for the 2014 Abstract Grand List. The Assessor's Office has worked diligently to inspect and collect data for all properties with open building permits and under construction tags. The results of the inspections were presented to the Lister's in the form of preliminary assessments.

The Assessor's Office continues to collect data for a three-year cyclical inspection process. This process is designed to ensure quality and accurate data when valuing both residential and commercial property.

Respectfully submitted,

Matthew Krajeski
Town of Norwich Assessor's Office

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
rrobinson@norwich.vt.us
802-649-1419 ext 105

April 30, 2014

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for April

- Delinquent Tax collections through April were \$ 20,953. Delinquent Taxes as of April 30, 2014 are \$ 178,564. Last year at the end of April they were \$ 199,204. Payment plans were sent to more delinquent taxpayers and we are waiting for their response.
- The month of April payroll had three payrolls and was \$ 105,449. The fringe benefit available to employees for HSA contributions are now being disbursed electronically on a per pay period basis instead of the quarterly lump sum disbursement done previously. Accounts Payable was \$ 254,378.
- Continue to monitor spending and year end projections.
- Went to the public with the RFP for Banking. They are due May 21, 2014.

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
rrobinson@norwich.vt.us
802-649-1419 ext 105

June 2, 2014

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for May

- Delinquent Tax collections through May were \$ 19,883. Delinquent Taxes as of May 31, 2014 are \$ 158,682. Last year at the end of May they were \$ 196,998. Interest collections were \$ 3,213 and penalty collections were \$ 1,591.
- At tax sale is scheduled for June 18, 2014 @ 10:00AM in Tracy Hall for the Hancock property.
- Continue to monitor spending and year end projections.
- Updated written procedures for Payroll and Accounts Payable.
- Reviewed RFP's for Banking, from area banks.
- Reviewed and organized our large project PW files from Hurricane Irene following the closeout procedures recommended by FEMA.
- Secured a fixed price for propane for next year at \$ 1.844 per gallon, at the recommendation of our fuel advisor Competitive Energy. Last year the price was \$ 1.495. It is anticipated that the increase will be much greater than that as we near next winter.



Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

Chief: Stephen Leinoff

sleinoff@norwich.vt.us Fax: 802-649-1775

To: Neil Fulton, Town Manager
 From: Stephen Leinoff, Chief
 Subject: Fire Department and Emergency Management Monthly Reports
 Date: May 1, 2014

Fire and FAST Department

The Vermont House of Representatives adopted a concurrent resolution recognizing all Vermont firefighters, police officers, and emergency medical service personnel for the professional level of service they provide to their communities. Our aerial ladder passed its annual inspection by an independent company. We continue to evaluate various options for our building.



Left to right Firefighter-EMT Herbert, Governor Shumlin, Lieutenant Poston and Chief Leinoff.

Incidents

A downed power line on Beaver Meadow “blacked out” a large portion of Norwich on April 10th. The Department isolated the area until Green Mountain Power could disconnect the power. The power line burned a portion of the pavement and created potholes. A brush fire on Easter Sunday burned about an acre of ground cover on Turnpike Rd. Hanover, Hartford, and Thetford fire departments provided assistance at the scene and Lyme covered our firehouse.

Training

The FAST Squad trained on pediatric trauma and practiced on mock bicycle

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	4	8
Auto Fires	0	0	0
Wildland Fire	1	1	0
Other Fires	1	1	1
Medical	5	33	25
Vehicle Crashes	1	8	5
Hazardous Conditions no fire	0	3	6
Service Calls	3	6	12
Good Intent Calls	3	8	13
False Alarms	4	9	8
Other	0	0	0
Total	18	73	78

accidents. Fire training was on traffic and highway safety and aerial ladder operations. The VT Fire Academy is conducting a certified aerial ladder driver operator course for us. This course will be tailored to our ladder truck.

Emergency Management

Our local Emergency Operations plan was revised. The plan is now called the Local Emergency Operations Plan (LEOP). The plan includes a community risk assessment, incident management information, communications plan, disaster declaration procedures. Our emergency management committee met with Two Rivers-Ottaquechee Regional Commission (TRORC) to review our current Hazard Mitigation Plan and make plans to revise it.



Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

Chief: Stephen Leinoff

sleinoff@norwich.vt.us Fax: 802-649-1775

To: Neil Fulton, Town Manager
 From: Stephen Leinoff, Chief
 Subject: Fire Department and Emergency Management Monthly Reports
 Date: May 1, 2014

Fire and FAST Department

May 18-24 was National Emergency Medical Services (EMS) week. Department members got together for a barbecue. There were recognition ceremonies at Dartmouth Hitchcock Medical Center and at the Vermont Capital Building.

Our members (fire and support team) participated in "Touch a Truck" at the Marion Cross School.



Touch a Truck at the Marion Cross School.

The Fire Chief's e-mail was connected to the Town's exchange server computer. This improves e-mail delivery and calendar management.

Engine 1's pump will not pass its rated capacity test. We back-flushed it to see if foreign material in the pump caused the problem. This did not solve the problem and the truck will have to go to a repair shop to have the pump wear rings replaced. This will be a significant expense and the apparatus will be out of service for an extended time.

Incidents

We responded to three mutual aid incidents this month. Tanker 1 responded to a building struck by lightning in Hartford and Engine 1 covered their station, Ladder 1 covered the Hanover Fire Station; and we were requested by Hartford for

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	1	5	9
Auto Fires	0	0	0
Wildland Fire	1	2	0
Other Fires	0	1	1
Medical	5	38	32
Vehicle Crashes	2	11	6
Hazardous Conditions no fire	0	3	7
Service Calls	1	7	13
Good Intent Calls	4	12	16
False Alarms	2	11	9
Other	0	0	0
Total	15	89	93

another fire but were canceled before any apparatus responded.

Training

The FAST Squad Training was on seizures.

The Vermont Fire Academy is providing the Aerial Ladder Driver Operator program to us at no charge. This class, tailored to our apparatus, provides instruction and practice on driving and operating aerial ladder apparatus. There are 11 class sessions.

Captain Matt Swett completed the VT Fire Academy's Fire Officer I and II course. This program provides the current Fire Officers and aspiring officers timely information that aids in the performance as a company officer. This 85 hour course includes modules developing the proper mind set, accountability and responsibility, cultural diversity, safety and wellness, crew resource management, public relations, functional leadership, incident command, affirmative action issues, budgeting process, strategic planning, and strategy and tactics.¹

Emergency Management

Four members attended "Handling the bad news: Survival techniques for the digital age". This seminar presented information on the value of using Twitter and social meeting to provide public information during routine and emergency situations, media relations, and establishing organization integrity.

¹ http://firesafety.vermont.gov/fire_training/training_programs#Fire%20Officer%20I/II

TOWN OF NORWICH ZONING & PLANNING

May 16, 2014

April 2014 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Continued revisions to zoning regulations:
 - i. River/Stream Corridor Management
 - ii. Article II - Table of Permitted and Conditional Uses for each district
 - iii. Article V – Site Plan Review, PUD
 - b. Met with members of Affordable Housing Subcommittee to review potential initiatives.
2. DRB –
 - a. Appeals of Geraghty Permits, Main Street – Hearings started April 3 and were continued to April 10, and continued again to April 24 and May 8. Mediation was scheduled for May 7.
 - b. A Subdivision hearing and a Conditional Use (Flood) hearing were scheduled for May 15
3. ZA – Activity included:
 - a. Meetings with landowners on future development plans, permits, and hearings.
 - b. Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.
 - c. Permits for two new houses were issued
4. Historic Preservation Commission –
 - a. Norwich Farms Project – Photography, Oral History interviews, are complete. Video and exhibit preparation are in progress.
5. Other
 - a. Received Vital Communities Smart Commute Home Edition Grant. Survey to be distributed by Norwich List Serve and email in Early May.

Phil Dechert

TOWN OF NORWICH ZONING & PLANNING

June 3, 2014

May 2014 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Continued revisions to zoning regulations:
 - i. Article II - Table of Permitted and Conditional Uses for each district
 - ii. Article V – Site Plan Review, PUD
 - b. Affordable Housing Subcommittee – two meetings.
2. DRB –
 - a. Appeals of Geraghty Permits, Main Street –At mediation on May 7 parties reached an agreement. When all stipulations of agreement are satisfied, appeal will be withdrawn.
 - b. A Subdivision hearing, Conditional Use (Flood) hearing, and a Boundary Line Adjustment were heard May 15
 - c. Dresden Fields site plan review for new softball diamond and pavilion scheduled for June 5.
3. ZA – Activity included:
 - a. Meetings with landowners on future development plans, permits, and hearings.
 - b. Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.
4. Historic Preservation Commission –
 - a. Norwich Farms Project – Photography, Oral History interviews, Videos are complete. Exhibit preparation in final phase for the June 20th opening at NHS.
5. Other
 - a. Vital Communities Smart Commute Home Edition Survey distributed by email and Norwich List. Over 200 responses.
 - b. Acting Town Manager from May 2 to 19 when Neil was away.
 - c. Prepared for Mail Street Paving Public Forum May 27.

Phil Dechert



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE
DOUGLAS A. ROBINSON

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL drobinso@dps.state.vt.us

Neil Fulton
Town Manager
Tracy Hall // 300 Main St.
Norwich, Vermont 05055

May 2, 2014

RE: April 2014 Monthly Report

Neil;

As you requested, here are some of the monthly stats of the Police Department from the month of April 2014.

Norwich Police Department participated in the Job Shadow Day during the month of April sponsored by the Upper Valley Business and Education Partnership. The police department hosted four (4) eighth grade students for a day that had an interest in law enforcement.

Norwich officers have completed training in the new CAD / RMS (Computer Aided Dispatch / Records Management System). The police department will be switching to the new system in early May. The new system will give us more control on our records management. The training was hosted by Hartford Police department.

Norwich Police Officers attended a conference in Montpelier discussing Human / Child Trafficking in Vermont. There have been several incidents over the past few years of human trafficking in Vermont, the conference discussed responses and prevention.

The Norwich Police Department is still working short staffed. We have one officer that is out of work for a work related injury. The officers on duty have been adjusting their hours so that patrol and coverage times are not affected.

The Norwich Police Department has distributed Five (5) of the Traffic Calming (Step – 2 – Kids) for families to place alongside the road to remind motorists that there are children in the area playing and to slow down.

The return of warmer temperatures brings thoughts of freedom, relaxation, exploration, and being closer to nature. Whether you're relaxing in the backyard, turning up your garden, enjoying the pool, or exploring the great outdoors, we hope that everyone enjoys this special time of year. As you can see we have put the crosswalk signs back at the crosswalks on Main St. Please yield to pedestrians in the crosswalks.

ACTIVITY

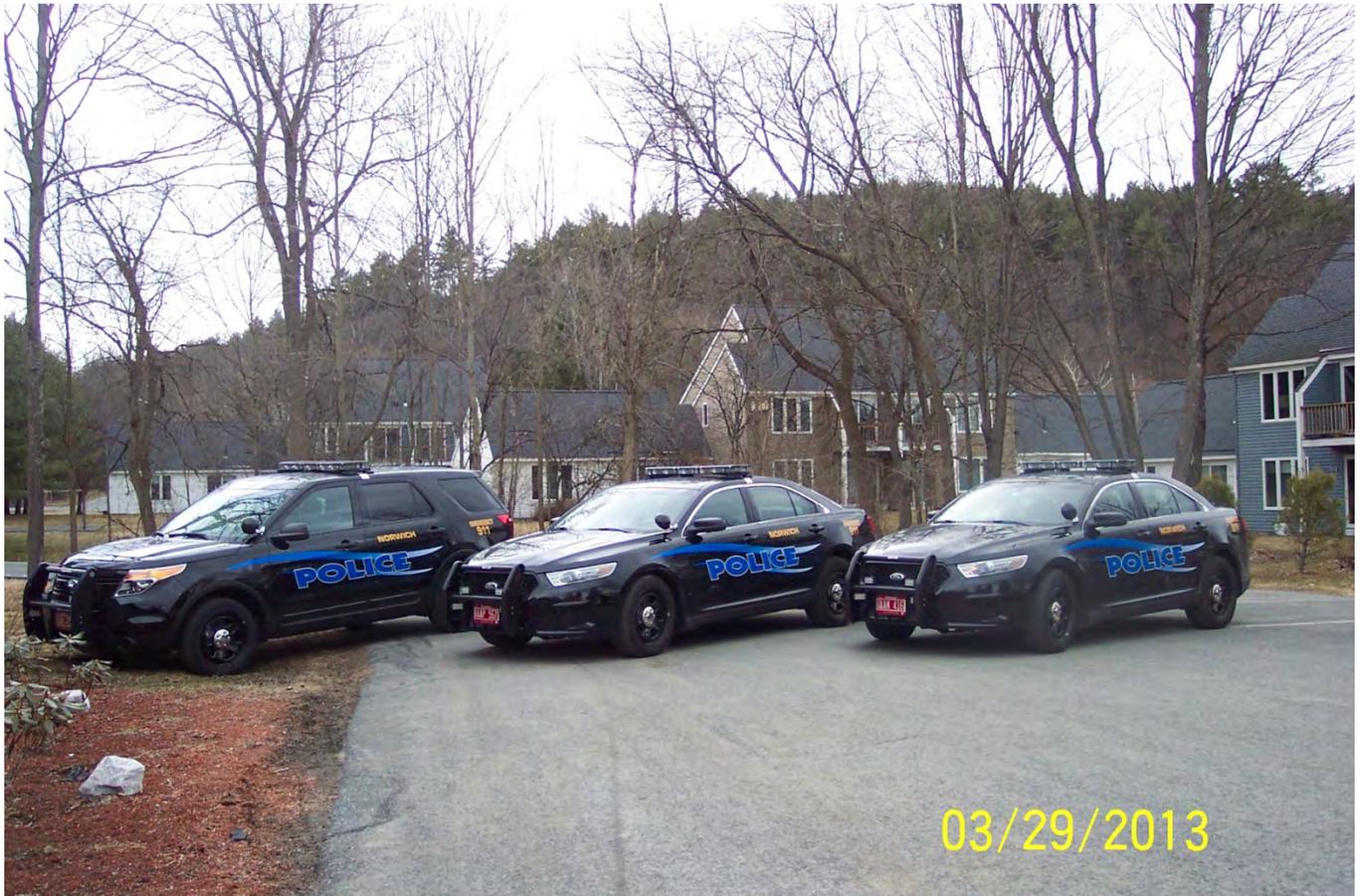
CALL TYPES	April 2014	2014 YEAR TO DATE	PREVIOUS YEAR
Burglaries	1	3	16
Stolen Vehicle	0	0	8
Vehicles Crashes	4	29	100
Intrusion Alarms	5	22	74
Frauds	3	13	41
Relief From Abuse Orders Served	2	3	2
Shop Lifting Arrests	2	5	5

1. Over Time Hours 35 hours (one officer on injury leave)
2. Sick Time Hours 48 hours
3. Vac/Hol/Per Time Hours 0 hours
4. Part Time Officer Hours 13 hours (one officer on injury leave)
5. Total #of calls responded to 106 calls
6. Training Hours 71 hours (New CAD / RMS Training)
7. Grant Funded Hours 0 hours

Respectfully;

D.A.R.

Douglas A. Robinson
Chief of Police





NORWICH POLICE DEPARTMENT



CHIEF OF POLICE
DOUGLAS A. ROBINSON

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL drobinso@dps.state.vt.us

Neil Fulton
Town Manager
Tracy Hall // 300 Main St.
Norwich, Vermont 05055

June 2, 2014

RE: May 2014 Monthly Report

Neil;

As you requested, here are some of the monthly stats of the Police Department from the month of May 2014.

Norwich Officers responded to 133 incidents during the month of May,, and of those calls five (5) were outside the officers work schedule meaning officers responded five (5) times to calls during off duty hours.

Norwich Police Department has switched to a newer more efficient CAD / RMS system. We have moved away from the state controlled system to a more local one. The switch to the new system gives us more control over what information is entered and/or retrieved.

Norwich officers participated in the Bike / Walk to school day. A Norwich cruiser led the parade of bikes from Huntley Meadow down Main Street to the school. It was a fun event and many thanks to the many volunteers who kept the bikers and walkers safe as they passed by intersections.

Norwich Officers participated in the Touch-A-Truck Day at Marion Cross School. The Norwich Police had a cruiser available at the school, along with fire and highway trucks, for the kids to look at and even climb inside of.

Norwich Officers participated in the May 2014 Click It Or Ticket Campaign. Officers dedicated 30 hours over the 14 day campaign for saturation patrols concentrating on occupant safety and distracted driving.

TRAFFIC ENFORCEMENT May 2014

Motor Vehicle Stops	166
Traffic Tickets	70

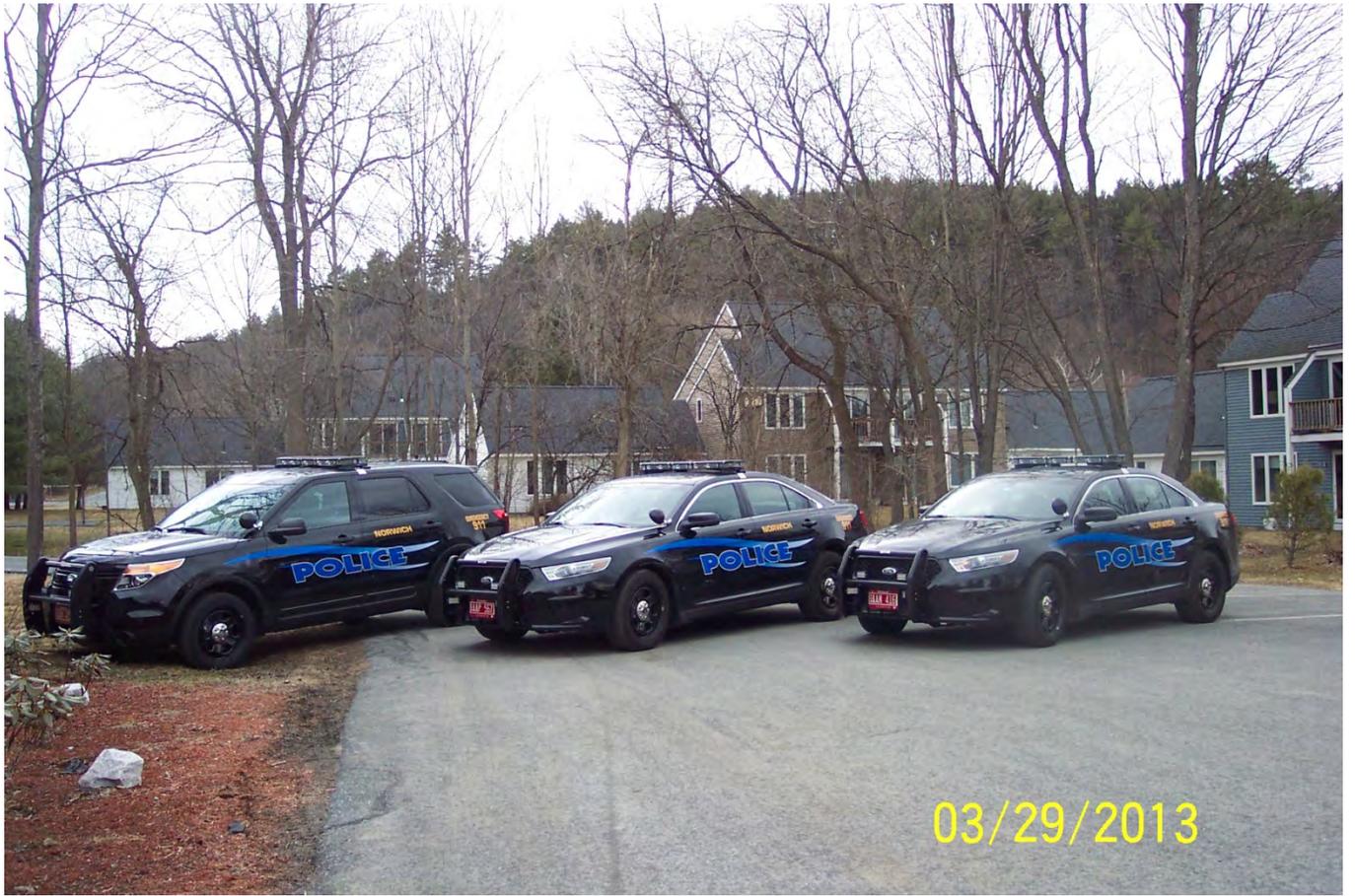
ACTIVITY

CALL TYPES	April 2014	2014 YEAR TO DATE	PREVIOUS YEAR
Burglaries	2	5	16
Vehicles Crashes	5	34	100
Intrusion Alarms	5	27	74
Frauds	2	15	41

1. Over Time Hours 33 hours (one officer on injury leave)
2. Sick Time Hours 10 hours
3. Vac/Hol/Per Time Hours 32 hours
4. Part Time Officer Hours 42 hours (one officer on injury leave)
5. Total #of calls responded to 133 calls
6. Training Hours 9 hours
7. Grant Funded Hours 28 hours

Respectfully;
D.A.R.

Douglas A. Robinson
Chief of Police



03/29/2013



TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
26 New Boston Road
Norwich, VT 05055
802-649-2209 Fax: 802-296-0060
Norwich_highway@earthlink.net

To: Neil Fulton, Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: April 30, 2014

Part of this month's report will come from an excel program that provides statistics for all Public Works functions. I am forwarding this to you electronically.

Winter Maintenance:

Activity	This Month	Total for the Season	Total Last Year
Callouts	0	42 (24% increase)	34
Plowing	0	32 (14% increase)	28
Treating the Pavement	1	62 (38% increase)	45
Sanding	0	51 (6% increase)	48
Sidewalks	0	45 (same as last year)	45
Snow Removal	0	11 (266% increase)	3

Mud Season:

Winter continued throughout the entire month of March. There was no break between winter and mud season this year. Most of our time during the month of April was spent on mud season road maintenance: gravel resurfacing, grading, filling in potholes and ruts, thawing frozen culverts, and repairing sunken culverts.

Illness and Injury:

- Paul Betters is currently out for at least one week with medical issues. At this point, I don't know exactly how long he will be out.

Completed Projects:

- I completed the specifications for the generator maintenance contract.
- I completed and submitted the application for the Better Back Roads Program Grant.
- I completed and submitted the Women's Club Grant application.

Pending Projects:

- We will start the process of grading all gravel roads in town during the month of May.
- We are in the process of evaluating Truck #5 and submitting a recommendation for replacing it.

- We will take down the woven wire fence at the Peisch property, as time permits.
- I am working on the 5+ Year Plan for Public Works.



TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
26 New Boston Road
Norwich, VT 05055
802-649-2209 Fax: 802-296-0060
Norwich_highway@earthlink.net

To: Neil Fulton, Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: May 31, 2014

Part of this month's report will come from an excel program that provides statistics for all Public Works functions. I am forwarding this to you electronically.

Training:

On April 29th all Public Works employees, except Paul Betters, were recertified in traffic flagging.

Sweeping:

Maurice's Sweeping of Claremont, NH completed the first round of road sweeping, picking up most of the sand and winter debris. They will come back to do more later on.

Green Up Day:

Green -Up Day was Saturday, May 3rd. On Monday, May 5th, Public Works picked up 60 yards of bagged trash and 60 yards of tires.

Underground Tank Systems:

Beardsley, Inc. came on May 14th to do the annual state inspection on the veeder root systems for the underground gas and diesel system at Public Works and the underground storage tank at Tracy Hall.

Beardsley recommended putting a roof over the system at Tracy Hall because of a recurring water problem caused by the system being located under the eaves of the building. As per this recommendation, we constructed an enclosure. As of this writing, there is still more trim work left to do on it.

The two tank systems are now state certified for another year.

Illness and Injury:

Paul Betters was out on medical leave from April 22nd through May 12th. He came back for one week and has now been out again since May 20th. At this point, he is out indefinitely.

Completed Projects:

- We went out to bid for the generator maintenance contract. The bids are in and I will be submitting my recommendation next week.

- I submitted the evaluation of the condition of Truck #5 along with the decision paper.

Pending Projects:

- I will be completing employee performance reviews in June.
- We are still working on grading all of the gravel roads in town.
- We will take down the woven wire fence at the Peisch property, as time permits.
- I am still working on the 5+ Year Plan for Public Works.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

April 2014 - Monthly Recreation Report

Recreation Program Update

As mud season activities wound down, spring activities geared up. The spring brochure was distributed to students before the April break. Spring on-line registration opened on April 10th and all our offerings began on April 21st. I booked facilities including rain back-up spaces where available. There are a total of three hundred and seven participants in the sixteen youth spring programs currently underway. Additionally I have 48 Volunteers helping to run these. Everything we have offered this spring is up and running with no cancelations. We even had to add a third team for 3rd & 4th grade baseball due to high enrolment.

There are also four successful adult programs running this spring with over thirty participants currently signed up on-line. Since we offer carry-over for ten class passes on an on-going basis, and also accept drop-ins for adult programs, actual participant numbers are significantly higher.

I also began interviewing for open summer positions. Plans are underway for many summer activities and offerings.

Meetings

We had a spring coaches' orientation meeting where equipment and schedules were distributed. I attended our monthly Department Head meeting as well as a Cal Ripken Montshire League Baseball meeting one evening to review the details of the league and season with all area coaches. Our town Safety Committee meeting was interesting. Wade, the VLCT rep joined us and reviewed all the Norwich claims from this past year with us.

Facilities

Volunteer baseball coach, John Girard organized a work party day, for which ten families showed up to help prep the baseball diamond for the season. The Buildings and Grounds Department within our

Public Works Department set up and painted the lacrosse lines at Huntley Meadow so we are ready for games. They also fertilized the needy sections at Huntley. I worked with outside agencies who are renting space/time at Huntley Meadow this spring and coordinated the overall facility schedule. Bob Burnham and crew dismantled the rink, after waiting patiently for the rink to completely melt. I would recommend considering having the town take over storing the boards and liner as it is becoming more difficult to find residents who not only have extra space, but are willing to store these for us.

Grant Application

With Neil's approval I submitted a Women's Club grant requesting two new waste receptacles at Huntley Meadow.

Respectfully submitted by,

Jill Kearney Niles

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

May 2014 - Monthly Recreation Report

Recreation Programs & Summer Brochure Update

I observed all the third through sixth grade lacrosse teams in action and was duly impressed. I feel very fortunate to have skilled volunteers providing incredible coaching expertise in these programs. I plan to focus on visiting as many of the other spring teams as possible in June.

Plans are underway for many summer activities and I am working on our summer brochure and preparing on-line descriptions to post on our website.

Staffing

I met with a number of new potential instructors for both summer and fall. After a multitude of phone calls, e-mails and interviews, my summer staffing is basically lined up though I continue to work on many scheduling details. We will have an excellent, experienced crew on board.

In an effort to beef up our fall adult offerings, I met with some new potential instructors as well as my veteran ones. We were able to get details pinned down so we can advertise early and hopefully spark increased interest and participation.

Events

May 7th was an absolutely gorgeous day, on which I helped out with two fun annual events, both of which had record turn-outs. “Bike to School Day” went smoothly, safely and successfully early that morning, followed by “Touch-A-Truck” Day midday. This latter annual event would not exist without the amazing cooperation from the Norwich Fire, Police and Public Works Departments and I would like to thank them for their involvement and co-sponsorship. Matt Swett from the Fire Department took a myriad of wonderful pictures, many of which could vie for Town Report material.

Meetings

At your Select Board meeting on May 14th it was great to have Recreation Council members given an opportunity to meet you and share ideas. Following our visit with the Select Board, our own Council meeting followed. We discussed events we are coordinating and then moved on to working on our mission statement and strategic plan and vision. I helped organize and also attended the Vermont Recreation & Parks Association (VRPA) Annual meeting on 5/28 which included an overview of both the past & upcoming years as well as statewide events. It is always inspiring to hear what other Vermont recreation departments as well as our state agency are accomplishing and working on.

Facilities - Huntley Parking concern

At my on site visits to Huntley to watch spring games on weeknight evenings a serious parking problem continues to be evident. I hope you will support an effort to get more parking spaces. Neil and Andy have met and my understanding is that it will be addressed this summer to avoid recurrence this fall.

Respectfully submitted by Jill Kearney Niles